

Permanent Duty Travel

PDT Move Categories

6 Categories

- Accession Travel (M0002703MO005A0)
 - Travel to first Permanent Duty Station
- Training Travel (M0002703MO005B0)
 - To and from schools of 20 weeks or more
- Operational Travel (M0002703MO005C0)
 - Travel within the 48 contiguous United States

6 Categories

- Rotational Travel (M0002703MO0005D0)
 - Travel outside the 48 contiguous United States
 - Includes Alaska and Hawaii
- Separation Travel (M0002703MO0005E0)
 - Discharges, Separation, and transfers to the FMCR.
- Unit Moves Travel (M0002703MO0005F0)
 - Unit moves both in CONUS and OCONUS

Travel Status

Travel Status

- The Member is entitled to Travel and Transportation entitlements while in a “Travel Status”.



In a Travel Status When

- Performing travel away from their Permanent Duty Station (PDS)
- During all periods of necessary delay en route
- During all periods of Temporary Duty en route.

Travel Status

...commences on the date and time the member Detaches the old Permanent Duty Station as stated on the orders

...terminates on the date and time the member physically reports to the new PDS. *(not when the member arrive in the area)*

Elapsed Time

Separate Legs

Travel between any two points **under orders**.

This does not include permissive TAD.
(i.e. Recruiters Assistance)



Separate Legs

- Permanent Duty Station
- Temporary Duty Station
- Passenger Point of Embarkation
- Passenger Point of Debarkation
- First Duty Station

| 15. ITINERARY | | | | | | |
|-----------------------|-----|--|--------------------------------|--------------------------|--------------------|-----------------|
| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP | e. LODGING COST | f. POC MILES |
| XX 1/01 | DEP | Camp Lejeune, NC | PA | | | |
| 1/02 | ARR | Washington, DC | GA | MC | | |
| 1/09 | DEP | Kadena Air Base, OKI Japan | GA | ATC | | |
| 1/11 | ARR | Camp Butler, OKI Japan | GA | MC | | |
| 1/11 | DEP | | | | | |
| 1/11 | ARR | | | | | |

Separate Legs

- Last Duty Station
- Home of Record
- Home of Selection
- Designated Place



15. ITINERARY

| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP | e. LODGING COST | f. POC MILES |
|---------------|-----|--|--------------------------------|-----------------------|--------------------|-----------------|
| XX | | | | | | |
| 1/01 | DEP | Camp Lejeune, NC | PA | | | |
| 1/05 | ARR | Waco, TX | | MOG | | |
| | DEP | | | | | |
| | ARR | | | | | |
| | DEP | | | | | |
| | ARR | | | | | |

Separate Legs

- ***DO NOT combine legs of the journey, each leg is dealt with separately.***

Separate Legs

*** EXAMPLE 1 ***

| 15. ITINERARY | | | | |
|---------------|-----|--|--------------------------------|--------------------------|
| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
| 9/12 | DEP | Camp Lejeune | PA | |
| 9/12 | ARR | | | TD |
| 9/15 | DEP | Washington, D.C. | PA | |
| 9/15 | ARR | | | MC |
| | DEP | Kansas City, MO | | |

1st Leg

2nd Leg

BEGINS: _____ BEGINS: _____
 ENDS: _____ ENDS: _____

Separate Legs

*** EXAMPLE 2 ***

| | | | | |
|------|------|-----------------------------|----|----|
| 9/12 | DEF | Camp Foster, Okinawa, Japan | CA | |
| 9/12 | A RR | | | AT |
| 9/12 | DEF | Kadena AFB, Okinawa, Japan | CP | |
| 9/12 | A RR | | | AT |
| 9/12 | DEF | Los Angeles, Int'l Airport | CP | |
| 9/13 | A RR | | | LV |
| 9/26 | DEF | Trempealeau, WI | PA | |
| 9/28 | A RR | | | MC |
| | DEF | Camp Lejeune, NC | | |

1st Leg

BEGINS: _____
ENDS: _____

2nd Leg

BEGINS: _____
ENDS: _____

Elapsed Time

- Codes used for Elapsed Time
 - DET = Date of **Det**achment
 - PR = **Pr**oceed time
 - DE = **De**lay (Leave)
 - TR = **Tr**avel days
 - TD = **T**emporary **D**uty days
 - AT = **A**waiting **T**ransportation
 - RPT = **Re**porting

Identify Detachment Date

*** EXAMPLE 3 ***

| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) |
|---------|-----|--|
| 0X | | |
| 6/6 | DEP | Camp Lejeune, NC |
| 6/15 | ARR | |
| | DEP | Camp Pendleton, CA |

Computation Sheet

DET : 6/03 (0001)

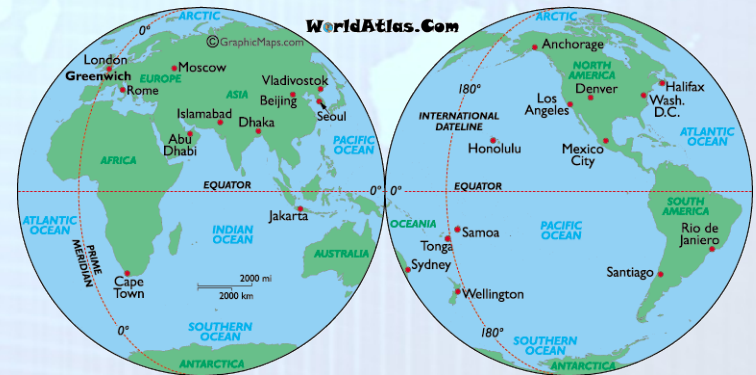
____ : ____ - ____ ()

Which
occurs **FIRST**

1. Delivered. **Effective 0800, 3 June 200X** you will stand detached from your present station and duties. You will proceed and report by **2359, 15 June 200X to CG, 7TH MARDIV CAMP LEJEUNE, NC** for duty.

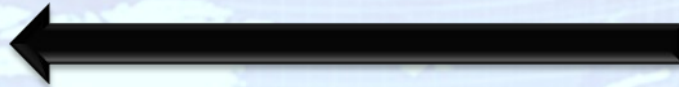
International Dateline

- **Westerly direction**, the calendar date is advanced by one day, therefore the traveler loses a day when crossing the IDL.
- **Easterly direction**, the calendar date is set back one day, therefore the traveler gains a day when crossing the IDL.



EXAMPLE

W



E

Aug. 08 Arr 1400 LAX, Ca

Aug. 08 Dep 1710

Aug. 10 Arr 0530 Kadena AB, Ja.

Aug. 10 Dep 0630

Aug. 10 Arr 0730 Camp Butler, Ja.

EXAMPLE

W



E

| | | | |
|--------|-----|------|------------------|
| Oct 12 | Dep | 1300 | Camp Butler, Ja. |
| Oct 12 | Arr | 1400 | Kadena AB, Ja. |
| Oct 12 | Dep | 1710 | |
| Oct 12 | Arr | 0900 | Lax, Ca. |
| Oct 12 | Dep | 1300 | CamPen, Ca. |

AT Example

*** EXAMPLE 4 ***

| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) |
|---------|-----|--|
| 0X | | |
| 7/1 | DEP | Okinawa, Japan |
| 7/1 | ARR | |
| 7/3 | DEP | Anchorage, AK |

Computation Sheet

DET : 7/1 (0001)

AT : 7/2 - 7/3 (02)



Reporting Date

*** EXAMPLE 5 ***

| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) |
|---------|-----|--|
| 0X | | |
| 8/1 | DEF | Camp Pendleton, CA |
| 8/3 | DEF | Camp Lejeune, NC |
| 1 | DEF | |

Computation Sheet

The Orders take precedence over what the member has on the 1351-2

1. You reported to this Headquarters at 1715 on 1 September 200X. You will further report to the Commanding Officer, Comm Co., HQBn.

Same Day Check Out/In

*** EXAMPLE 6 ***

| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | |
|---------|-----|--|--|
| 0X | | | |
| 8/1 | DEP | Camp Pendleton, CA | |
| 8/1 | ARR | | |
| | DEP | Camp Lejeune, NC | |

Computation Sheet

DET : 8/1 (0001)
· - ()

RPT : _____ - _____ ()
2359

TDY En-Route

*** EXAMPLE 7 ***

| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) |
|---------|-----|--|
| 0X | | |
| 7/1 | DEP | Old PDS |
| 7/5 | ARR | |
| 7/1 | DEP | TDY Point |
| 2 | ARR | |
| 7/3 | DEP | New PDS |
| 0 | | |

Computation Sheet

DET : 7/1 (0001)

_____ : _____ - _____ ()

TR : _____ - 7/4 ()

TD : 7/5 - 7/12
(08)

TR : _____ - 7/30 ()
2359

TDY En-Route

*** EXAMPLE 8 ***

| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | |
|---------|--|-----------|
| 0X | | |
| 8/9 | DEP | Old PDS |
| 8/9 | ARR | |
| | DEP | TDY Point |
| | ARR | |
| | DEP | |

Computation Sheet

DET : 8/9 (0001)
TD : - ()
8/10 - ()
 : - ()

Compute Allowable Travel Time

Categories of Travel Time

- ✓ Authorized travel time
- ✓ Constructive travel time
- ✓ Allowable travel time
- ✓ Actual travel time.



Mode of Travel Codes

1st Character

"T" Transportation
Request

"G" Government

"C" Commercial

"P" Privately Owned

2nd Character

"A" Auto

"B" Bus

"M" Motorcycle

"P" Plane

Computing Constructive Travel

- Slowest to fastest mode
- Get distances from DTOD
- **Do not** exceed ordered distance.

Each “leg” has its own

STEP 1 – Get Ordered Distance for the Legs

*** EXAMPLE 9 ***

| a. DATE OX | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|----------------------|-----|--|--------------------------------|--------------------------|
| 8/9 | DEP | OLD PDS | | |
| 8/9 | ARR | | | |
| | DEP | NEW PDS | | |
| | ARR | | | |
| | DEP | | | |
| | ARR | | | |
| | DEP | | | |

O.D. = Distance OLD PDS to NEW PDS

| a. DATE OX | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|----------------------|-----|--|--------------------------------|--------------------------|
| 8/9 | DEP | OLD PDS | | |
| 8/10 | ARR | | | |
| 8/20 | DEP | TDY SITE | | |
| 8/22 | ARR | | | |
| | DEP | NEW PDS | | |
| | ARR | | | |
| | DEP | | | |

O.D. 1st Leg OLD PDS to TDY
O.D. 2nd Leg TDY to NEW PDS

STEP 2 – Compute Max # of Travel Days

O.D. / (divided by) 350 = Max Travel Days

Grant another day if decimal is .1457 or

***** ~~HIGHER~~ EXAMPLE 10 *****

O.D. is 1483 MILES

$$1483/350 = 4.2371$$

5 Days of TR since .2371 is > .1457

O.D. is 750 MILES

$$750/350 = 2.1428$$

2 Days of TR since .1428 is < .1457

STEP 3 – Identify Modes of Travel per Leg

STRAIGHT PA

O.D./350 = Constructive Travel Days

COMMERICAL (CA, CB, CP, CR, CV)

ONLY 1 Day for TR

Mixed Modes (PA & COMMERCIAL)

O.D. MILES/350 = DAYS (MAX)

P.A. - MILES/350 = DAYS

**Any miles left over + 1 day for COMM
TRANSP**

STEP 4 – Total Constructive Travel Time

*** EXAMPLE 11 ***

| a. DATE 0X | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|---------------|--|--------------------|--------------------------------|--------------------------|
| 8/9 | DEP | Camp Pendleton, CA | CB | |
| 8/9 | ARR | Phoenix, AZ | | LV |
| 8/20 | DEP | | PA | |
| 8/23 | ARR | Houston, TX | | LV |
| 8/30 | DEP | | CP | |
| 8/30 | ARR | Camp Lejeune, NC | | MC |
| | DEP | | | |

~~O.D. $2626 / 350 = 7.5028 = 8$ (Max)~~

~~P.A. $1177 / 350 = 3.3628 = 4$ (days)~~

~~$1449 = 1$ day for Commercial
Transportation~~

~~Total: $4 + 1 = 5$ days (constructive travel)~~

Who Rates Proceeds ? (PR)

- All personnel E-4 and above with over 2 years of Service
- All personnel with dependents
 - **Except:**
 - **Members in the accession pipeline**
- Members married to Members.

Who Does Not Rate Proceeds ? (PR)

- Assignment to first Permanent Duty Station (**Accession Pipeline**)
- Orders express haste (less than 4 days)
- Assignment to first Permanent Duty Station upon commission

Who Does Not Rate Proceeds ? (PR)

- Assignment to first Permanent Duty Station upon enlistment/re-enlistment
- Separation, release from active duty, and Retirement.

PR when TDY En-Route

- Can be taken before or after TDY
- Not both
- If there are not enough days – don't grant

PR when TDY En-Route

*** EXAMPLE 12 ***

| 15. ITINERARY | | | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|---------------|--|------------|-----------------------------------|-----------------------------|
| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | | | |
| 7/1 | DEP | OLD PDS | | PA |
| 7/14 | ARR | 1253 Miles | | |
| 7/16 | DEP | TDY POINT | | PA |
| 7/30 | ARR | 423 Miles | | |
| | DEP | NEW PDS | | |

TD

MC

TODE Entry

520|000 STRT PCS 0001
 200X0701 PR04 DE04 TR04
 TD03 DE12 TR02 2359
 200X0731

ELAPSED TIME

COMPUTATIONS

| | | | | |
|-----|------|------|----|------|
| DET | 7/01 | 0001 | (|) |
| PR | 7/02 | 7/05 | 04 | () |
| DE | 7/06 | 7/09 | 04 | () |
| TR | 7/10 | 7/13 | 04 | () |
| TD | 7/14 | 7/16 | 03 | () |
| DE | 7/17 | 7/28 | 12 | () |
| TR | 7/29 | 7/30 | 02 | () |
| | | | | 2359 |

PDT with TDY En-Route

*** EXAMPLE 13 ***

| 15. ITINERARY | | | c. | d. |
|---------------|-----|---|-----------------------------|-----------------------|
| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | MEANS/ MODE OF TRAVEL | REASON FOR STOP |
| 3/1 | DEP | OLD PDS 324 Miles | | PA |
| 3/5 | ARR | | | |
| MC | DEP | | | |
| | ARR | NEW PDS | | |
| | DEP | | | |

TODE Entry

520|000 STRT PCS 0001
 200X0301 PR03 TR01 2359
 200X0306

ELAPSED TIME

COMPUTATIONS

| | | | |
|-----|------|---------|----------|
| DET | 3/01 | 0001 | () |
| PR | 3/02 | 3/04 03 | () |
| TR | | 3/05 01 | (2359) |
| | | | () |
| | | - | () |
| | | - | () |
| | | - | () |
| | | - | () |
| | | - | () |

Delay (DE)

- Any day that can not be charged as something else
- This is the only “chargeable” period
- Always the **last** thing done.

Elapse Time

- ✓ Calculate on Computation Sheet
- ✓ Complete Disbursing Data Entry Worksheet
- ✓ Input data into MCTFS

Reporting Elap

COMPUTATIONS

*** EXAMPLE 14 ***

| 15. ITINERARY | | | | |
|---------------|--|-----------------------------|--------------------|--|
| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP | |
| 7/01 | Kansas City, MO | PA | | |
| 7/11 | Camp Lejeune, NC | | MC | |
| 9 | | | | |

Next if the member rates proceed do it **now!**

backwards for first day of travel

DET : 7/01 0001
 PR : 7/02 7/05 04
 DE : 7/06 7/16 11
 TR : 7/17 7/19 03 235

TODE Entry

520|000 STRT PCS (0001) 200X0701 PR04 DE11 TR04 (2359) 200X0720

Practical Application



Member's Entitlements

Effective Date

Determine Travel Entitlements:

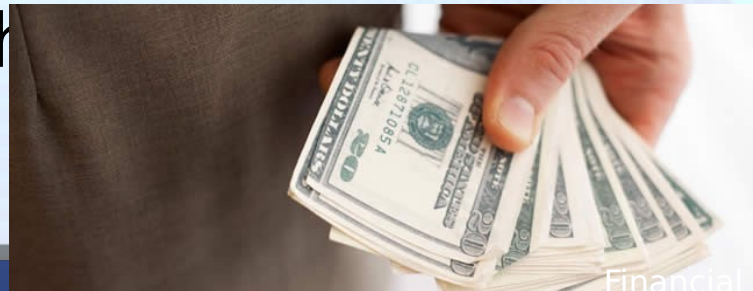
i.g. DLA with Dependents

Retirements and Separations

- The last day of active duty

All others

- The **first** constructive travel day on the **last leg** of the



Effective Date

*** EXAMPLE 15 ***

| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | |
|---------|-----|--|---------|
| 0X | | | |
| 5/30 | DEP | Old PDS | |
| 6/10 | ARR | | |
| | DEP | New PDS | OD 2300 |
| | ARR | | |
| | DEP | | |

O.D. 2300 / 350 = 6.5714 = 7 (Max)

1. You reported to this Headquarters at 1715 on 10 June 200X. You will further report to the Commanding Officer, New PDS.

Computation Sheet

DET : 5/30 (0001)
 : ()
 DE . 5/31 6/3 04 (07)
 TR 6/4 6/10
 2359
 : ()
 : ()
 : ()

Effective Date

Effective Date

Computation Sheet

DET : 5/30 (0001)
DE 5/31 7/3 34 ()
TR 7/4 7/10 07 () 2359
____ : ____ - ____ ()
____ : ____ - ____ ()
____ : ____ - ____ ()



Effective date of orders will be the first day of constructive travel on the “last leg” of journey!!

Effective Date

*** EXAMPLE 16 ***

| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | |
|--------------|--|--------------------|
| 0X | | |
| 10/1 | DEP | Camp Pendleton, CA |
| 10/3 | ARR | MCRD San Diego, CA |
| 10/15 | DEP | |
| 10/30 | ARR | MCLB Albany, GA |
| | DEP | |

O.D. 2185 / 350 = 6.2428 = 7 (Max)

1. You reported to this Headquarters at 1715 on 30 October 20XX. You will further report to the Commanding Officer, New PDS.

1st Leg 51 miles Computation Sheet

2nd Leg 2185 miles

DET : 10/1 (0001)
 : - ()
 : -
 () 10/2 01
 TD 10/3 10/15
 () 10/16 10/19
 DE 10/20 10/23 04
 TR (10/24 10/30 ()
 07 - -
 2359

Effective Date

Private Auto (PA)

- **M**onetary **A**llowance in **L**ieu of **T**ransportation
 - Paid on a “per mile” basis
 - Per Vehicle
 - **23 cents** per car
- Plus Flat rate per diem
 - **\$123.00** per day
 - Each day of travel, not to exceed **allowable travel.**



75 % rule doesn't apply to PA



Computing MALT

*** EXAMPLE 17 ***

| 15. ITINERARY | | | c. | d. |
|---------------|-----|---|-----------------------------|-----------------------|
| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | MEANS/ MODE OF TRAVEL | REASON FOR STOP |
| 6/1 | DEP | MCRD SAN DIEGO, CA | | PA |
| | ARR | | | |
| 6/30 | DEP | OD 2635 | | |
| | ARR | CAMP LEJEUNE NC | | |
| | DEP | | | |

Elapse Time Computation

DET : 6/1 (0001)
 PR 6/2 6/5 04 ()
 DE 6/6 6/22 17 ()
 TR 6/23 6/30 08 ()

2635 miles x \$.23 = \$606.05

\$123.00 x 8 days = \$984.00

TOTAL = \$1590.05

Computing MALT

*** EXAMPLE 18 ***

| 15. ITINERARY | | c. | d. |
|---------------|---|-----------------------------|------------------------|
| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | MEANS/ MODE OF TRAVEL | REA SON FOR STOP |
| 2/1 | DEP CAMP LEJEUNE NC | PA | |
| | ARR | | |
| 2/3 | DEP OD 854 | | |
| MC | ARR | | |
| | DEP NAS MILLINGTON TN | | |

Elapse Time Computation

DET : 2/1 (0001)
 : - ()
 : - ()
 TR : 2/2 2/3 02 (2359)

854 miles x \$.23 = \$196.42

\$123.00 x 3 days = \$369.00

TOTAL = \$565.42

Reimbursable Expenses

- Official long distance and local phone calls
 - **When authorized**
- Passport, Visa, and travelers checks fees
- Taxi's, buses, subways etc.
 - Between residence and carrier terminals

Between carrier terminals

Reimbursable Expenses

- Airport taxes, boarding fees at foreign airports
 - Baggage handling at airports, policy on tipping is dictated by member's command



Reimbursable Expenses

Ferry fees

Road,
bridge, and
tunnel tolls.



Government Transport or Transport Request

- No cost to the member for transportation.
- No reimbursement for transportation.
- Pay the member per diem for every day necessary to complete the travel.

Government Transport or Transport Request

*** EXAMPLE 19 ***

| 15. ITINERARY | | | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|---------------|--|---------------------|-----------------------------------|-----------------------------|
| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | | | |
| 4/5 | DEP | HCMQ, Washington DC | | GP |
| | ARR | | | |
| 4/5 | DEP | | | |
| | ARR | | | |
| 5/10 | DEP | NAS Pensacola, FL | | GP |
| | ARR | | | |
| 5/10 | DEP | | | |
| | ARR | | | |
| MC | DEP | Camp Lejeune, NC | | |

Procured Transportation

When a member purchases transportation from a commercial carrier at their own expense, you must....

1. Do a *two way cost comparison*
2. Reimburse the member for the cost of transportation
3. Reimburse the member the Meal and Incidental Expense portion of the per diem rate.

Procured Transportation

Computation rules:

1. You will use the “Actual” and “TR” computations on the computation sheet.
2. You must always do the “TR” computation first.
3. You will complete the “actual” computation.
4. Compare the totals and reimburse the lesser of the two.

A light blue world map is centered on the slide, showing the continents of North America, South America, Europe, Africa, Asia, and Australia. The map is overlaid with a fine grid of light blue lines. The word "DEMONSTRATION" is written in large, bold, red capital letters across the center of the map.

DEMONSTRATION

DEMONSTRATION

*** EXAMPLE 20 ***

| 15. ITINERARY | | | | 16. REIMBURSABLE EXPENSES | | | |
|---------------|---|--------------------------|--------------------|---------------------------|----------------------|-----------|------------|
| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP | a. DATE | b. NATURE OF EXPENSE | c. AMOUNT | d. ALLOWED |
| 5/2 | DEP Pasadena, CA | | | 5/2 | CAB | \$10.00 | |
| 5/2 | ARR Pasadena, CA | | | 5/2 | Plane LAX-Los Vegas | \$99.00 | |
| AT | DEP Pasadena, CA | | | 6/1 | Yuma | \$15.00 | |
| 5/2 | ARR Los Angeles AP (LAX), CA | | | 6/1 | CAB | \$10.00 | |
| 5/2 | DEP Los Angeles AP (LAX), CA | | | | | | |
| 5/2 | ARR Los Angeles AP (LAX), CA | | | | | | |
| 6/1 | ARR Las Vegas, NV | | | | | | |
| 6/1 | DEP Las Vegas, NV | | | | | | |
| 6/1 | ARR Yuma AP, AZ | | | | | | |
| 6/1 | DEP Yuma AP, AZ | | | | | | |
| 6/1 | ARR MCAS YUMA, AZ | | | | | | |
| 6/1 | DEP MCAS YUMA, AZ | | | | | | |
| 6/1 | ARR KANSAS CITY, MO | | | | | | |
| 6/1 | DEP KANSAS CITY, MO | | | | | | |
| 6/1 | ARR LOS ANGELES, CA | | | | | | |
| 6/1 | DEP LOS ANGELES, CA | | | | | | |

ACTUAL

TR

CP :

5/2 \$99.00

GTR cost = \$77.00

Reim Ex: \$15.00

6/1 \$15.00

CA = \$32.00

Per Diem: \$29.25

6/1 \$29.25

PD = \$29.25

TOTAL: \$165.25

6/1 \$15.00

TOTAL: \$138.25

Mixed Modes

Definition:

- 1.The member utilizes both commercial transportation and private auto on the same leg of the journey.
- 2.Modes of travel between local terminals and duty stations are not considered when determining if a claim is mixed modes

Mixed Modes

Computation Rules:

1. You will use the “Actual” and “MALT” computations on the computation sheet.
2. Actual Computation
3. Malt plus Flat Per Diem
4. Compare the Totals

Mixed Modes

*** EXAMPLE 21 ***

| 15. ITINERARY | | | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|---------------|-----|--|-----------------------------------|-----------------------------|
| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | | |
| 5/15 | DEP | DFAS Kansas City, MO | | CA |
| | ARR | | | |
| 5/15 | DEP | | | |
| AT | ARR | | | |
| 5/15 | DEP | Kansas City A/P | | CP |
| | ARR | | | |
| 5/15 | DEP | | | |

AT
 5/15 Jacksonville, NC A/P
 5/15 **NOT** considered to be MIXED MODES PA
 MC Camp Lejeune, NC

Mixed Modes

*** EXAMPLE 22 ***

CP or CB AND PA

On a "leg"
of the journey

We will compare
ACTUAL to **MALT**

| 15. ITINERARY | | | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|---------------|----------|-----------------|--------------------------|--------------------|
| a. DATE | b. PLACE | | | |
| 5/15 | DEP | DFAS | | CA |
| | ARR | | | |
| 5/15 | DEP | | | |
| AT | ARR | | | |
| 5/15 | DEP | Kansas City A/P | | CP |
| | ARR | | | |
| 5/15 | DEP | | | |

(Actual)

Miles x .23 = \$ _____
 PD \$123 x ____ days = \$ _____
 Commercial Planes = \$ _____
 Commercial Bus/Train = \$ _____
 CB's & CA's (airport) = \$ _____
 PD for CP/CB/CR = \$ _____
 PD for CP/CB/CR = \$ _____
TOTAL = \$ _____

(MALT)

Miles x .23 = \$ _____
 PD \$123 x ____ days = \$ _____

TOTAL

= \$ _____

A light blue world map is centered on the slide, showing the continents of North America, South America, Europe, Africa, Asia, and Australia. The map is overlaid with a fine grid of light blue lines. The word "DEMONSTRATION" is written in large, bold, red capital letters with a black outline and a slight shadow effect, positioned horizontally across the center of the map.

DEMONSTRATION

DEMONSTRATION

*** EXAMPLE 22 ***

| 15. ITINERARY | | | | 16. POC TRAVEL (X one) | | OWN/OPERATE | | C. MEANS/ MODE OF TRAVEL | | REASON FOR STOP | | PASSENGER | |
|---|---|------------------|--|------------------------|-------|----------------------|--|--------------------------|--|-----------------|--|--------------|--|
| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | | | c. DATE | | d. NATURE OF EXPENSE | | e. AMOUNT | | f. ALLOWED | | g. PASSENGER | |
| 8/15 | San Diego, CA | | | 8/15 | Plane | | | | | | | | |
| 8/15 | San Diego, CA | | | 8/30 | Plane | | | | | | | | |
| 8/30 | Kansas City, MO | | | | | | | | | | | | |
| 8/30 | | | | | | | | | | | | | |
| 9/11 | St. Louis, MO | | | | | | | | | | | | |
| 9/14 | 8/30 | Kansas City, MO | | | | | | | | | | | |
| MC | | Camp Lejeune, NC | | | | | | | | | | | |
| 95 miles x \$.23 = \$218.73 2597 miles x \$.23 = \$597.31 | | | | | | | | | | | | | |
| 95 miles x \$.23 = \$218.73 2597 miles x \$.23 = \$597.31 | | | | | | | | | | | | | |
| PD \$123 X 4 days = \$492.00 PD \$123 X 8 days = \$984.00 | | | | | | | | | | | | | |
| Commercial Planes = \$285.00 \$984.00 | | | | | | | | | | | | | |
| PD for CP/CB/CR = \$36.75 | | | | | | | | | | | | | |
| 8/15 Camp Lejeune, NC | | | | | | | | | | | | | |
| 8/15 Plane \$175.00 | | | | | | | | | | | | | |
| 8/30 Plane \$110.00 | | | | | | | | | | | | | |
| PD for CP/CB/CR = \$36.75 | | | | | | | | | | | | | |
| 8/15 TOTAL = \$ 1091.48 | | | | | | | | | | | | | |
| PD for CP/CB/CR = \$ 59.00 | | | | | | | | | | | | | |
| TOTAL = \$1581.31 | | | | | | | | | | | | | |

**PAY MALT &
Per Diem only**

**PAY Per Diem
Only in the TR**

PA

Gov't

**Com
m**

**Mixe
d**

**Compare
Actual to
TR Pay lesser**

**Compare
Actual to MALT
Pay lesser**

Travel has been Directed

If the member chooses a different mode of travel over what has been directed.....

....reimbursement is prohibited...

.....unless proof from the old command can be provided proving that orders could not be complied with.

Practical Application



PDT with TDY En-Route

Accession Travel with..

ELAPSED TIME
COMPUTATIONS

*** EXAMPLE

| 15. ITINERARY | | | |
|---------------|--|--------------------------------|--------------------------|
| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
| 5/31 | DEP MCRD San Diego | CA | |
| 5/31 | ARR | | |
| 5/31 | DEP San D | CP | |
| 5/31 | ARR | | |
| 6/26 | DEP | PA | |
| 6/26 | ARR | CP | |
| 7/1 | | | MC |
| | DEP | | |
| | ARR | | |
| | DEP | | |
| | ARR | | |

16. POINT OF TRAVEL (X one) ☒ OWN/OPERATE ☐ PASSENGER

17. DU

Put in stone

Everything else delay.

Compute travel days
1 day for CP

DET : 5/31 0001
DE : 6/01 6/25 25
TD : 6/26 - 7/15 20
TR : 7/16 01 235

Accession Travel with..

Next copy the
TR Per Diem to
The "Actual" side

Pay the lesser
Of the two.

Last complete the
Remainder of the
"Actual" computation

Mile
PD \$12
Commercial Plan
Commercial Bus/
CB's & CA's (airport)
PD for CP/CB/CR 34.50
PD for CP/CB/CR = \$
TOTAL 4.50

CB's & CA's 20.00
= \$ 34.50
Per Diem = \$
TOTAL 279.50

Travel with TDY En-Route

(1) Per Diem for the first day of TDY will be paid on a full day basis.

(2) Per Diem will not be paid for the last day of TDY. The member is in a PDT STATUS and entitled to PDT entitlements.



Travel with TDY En-Route

*** EXAMPLE 25 ***

| 15. ITINERARY | | | |
|---------------|--|--------------------------------|--------------------------|
| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
| 10/01 | MCRD San Diego | PA | |
| 10/02 | | | TD |
| 10/15 | El Toro, CA | PA | |
| 10/16 | | | LV |
| 10/21 | St. O.D. is 84 miles | PA | |
| 10/25 | | | MC |
| 10/26 | | | |
| 10/27 | | | |
| 10/28 | | | |
| 10/29 | | | |
| 10/30 | | | |
| 10/31 | | | |
| 11/01 | | | |
| 11/02 | | | |
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| 12/26 | | | |
| 12/27 | | | |
| 12/28 | | | |
| 12/29 | | | |
| 12/30 | | | |
| 12/31 | | | |

All days are
Accounted for
Elapsed time is done
proceed

DET: 10/01 0001
TR 10/02 01
TD 10/03 10/15 13
PR 10/16 10/18 03
TR 10/19 10/25 07 2359

Travel with TDY En-Route

There are two legs both are PA all the

First Leg

(MALT)

Miles x.23 = \$

1082.6

TAD ended on
15th

Remember we do
Not pay the last
day

23.00
\$ = \$

(MALT)

Miles x.235

2226 511.98

PD \$123 x 7 861.00

days = \$

TAD Per Diem = \$ 1372.98

Date **10/3** full day @ El Toro Rate \$71.00 + (**10/04 - 10/14** Per
Diem \$ 16.55 + Lodging Cost \$ **5.00** = \$ 21.55 X **11** Days) = **TOTAL**
= \$ **308.05**

Practical Application



Travel to a Designated Place

Travel to a Designated Place

When a Marine receives PDT orders, and the dependents travel to the designated place, the members travels to assist in the.....

1. move of the dependents
2. shipment of HHG
3. transportation of a PO



A light blue world map is centered on the slide, showing the continents of North America, South America, Europe, Africa, Asia, and Australia. The map is overlaid with a fine grid of light blue lines. The word "DEMONSTRATION" is written in large, bold, red capital letters across the center of the map.

DEMONSTRATION

DEMONSTRATION

*** EXAMPLE 26 ***

15. ITINERARY

| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|---------|-----|--|--------------------------------|--------------------------|
| 1/20 | DEP | 0800 Okinawa, Japan | PA | |
| 1/20 | ARR | 0845 Kadena, AFB | | AD |
| 1/20 | DEP | 1300 Kadena, AFB | GP | |
| 1/20 | ARR | 1700 Los Angeles A/P | | AD |
| 1/20 | DEP | 1800 Los Angeles A/P | PA | |
| 1/27 | ARR | 2330 Detroit, MI | | DE |
| 2/15 | DEP | 0920 Detroit, MI | PA | |
| 2/17 | ARR | 1515 Camp Lejeune, NC | | MC |
| | DEP | | | |
| | ARR | | | |
| | DEP | | | |
| | ARR | | | |
| | DEP | | | |
| | ARR | | | |

16. POC TRAVEL (X one)

OWN/OPERATE

PASSENGER

17. DL

(OVERSEAS PER DIEM) \$123.00 **Example**

LOS ANGELES TO DETROIT

$$2283 \times .23 = \$525.09$$

$$\$123.00 \times 7 = \$861.00$$

Total = **\$1386.09** **DETROIT TO CAMP
LEJEUNE**

$$850 \times .23 = \$195.50$$

$$\$123.00 \times 3 = \$369.00$$

Total = **564.50**

Dependent Entitlements

Travel Forms

DD Form 1351-2
(Member/Dependent Travel Voucher)
will list.....

all the member's dependents
date of marriage,
children's dates of birth,
address where member received
orders.

1351-2 (Part 1)

| TRAVEL VOUCHER OR SUBVOUCHER | | | | Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks. | |
|--|-----------------|--|---|--|--|
| 1. PAYMENT | | | | | |
| <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) | | <input type="checkbox"/> Split Disbursement: Amount to Government Travel Charge Card | | | |
| Payment by Check | | \$ | | | |
| 2. NAME (Last, First, Middle Initial) (Print or type) ROBERTS, JEFF D | | | 3. GRADE 1STSGT | 4. SSN 162-54-1002 | 5. TYPE OF PAYMENT (X as applicable) |
| 6. ADDRESS a. NUMBER AND STREET 1714 JENKINS BLVD | | | b. CITY CAMP LEJEUNE | c. STATE NC | d. ZIP CODE 28542 |
| e. EMAIL ADDRESS ROBERTSJD@LEJEUNE.USMC.MIL | | | | | <input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input checked="" type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA |
| 7. DAYTIME TELEPHONE NUMBER & AREA CODE (910) 451-3112 | | 8. TRAVEL ORDER NUMBER CMC MSG 211123Z APR | | 9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES \$1500.00 DOV#00101 000429 CAMP PENDLETON, CA | |
| 11. ORGANIZATION AND STATION HQCO HQBN 7TH FSSG CLNC | | | 10. FOR D.O. USE ONLY | | |
| 12. DEPENDENT(S) (X and complete as applicable) | | | 13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) | | |
| <input checked="" type="checkbox"/> ACCOMPANIED | | <input type="checkbox"/> UNACCOMPANIED | | 103 MUDSLIDE DR OCEANSIDE, CA 92054 | |
| a. NAME (Last, First, Middle Initial) | b. RELATIONSHIP | c. DATE OF BIRTH OR MARRIAGE | | c. PAID BY | |
| ROBERTS, MARIA | SPOUSE | 19810605 | | | |
| ROBERTS, JOSEPH D | SON | 19850803 | | | |
| ROBERTS, ANITA | DAU | 19870331 | | | |
| 14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) | | | | d. COMPUTATIONS | |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks) | | | | | |

1351-2 (Part 2)

| 15. ITINERARY | | | | | | |
|---------------|-----|--|--------------------------------|--------------------------|--------------------|-----------------|
| a. DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP | e. LODGING COST | f. POC MILES |
| 0430 | DEP | CAMP PENDLETON, CA | PA | | | |
| 0503 | ARR | COLUMBUS, OH | | LV | | |
| 0531 | DEP | | PA | | | |
| 0601 | ARR | QUANTICO, VA | | TD | | |
| 0820 | DEP | | PA | | | |
| 0821 | ARR | COLUMBUS, OH | | LV | | |
| 0912 | DEP | | PA | | | |
| 0915 | ARR | CAMP LEJEUNE, NC | | MC | | |
| | DEP | | | | | |
| | ARR | | | | | |
| | DEP | | | | | |
| | ARR | | | | | |
| | DEP | | | | | |
| | ARR | | | | | |

| | | | | |
|------------------------|--|---|------------------------------------|----------------------------|
| 16. POC TRAVEL (X one) | | <input checked="" type="checkbox"/> OWN/OPERATE | <input type="checkbox"/> PASSENGER | 17. DURATION OF TDY TRAVEL |
|------------------------|--|---|------------------------------------|----------------------------|

| e. SUMMARY OF PAYMENT | |
|------------------------------|--|
| (1) Per Diem | |
| (2) Actual Expense Allowance | |
| (3) Mileage | |
| (4) Dependent Travel | |

If "PA" you must know if Owner/Operator

1351-2 (Part 3)

| 18. REIMBURSABLE EXPENSES | | | | 12 HOURS OR LESS | (5) DLA |
|------------------------------------|----------------------|----------------|-------------------------------|--|------------------|
| a. DATE | b. NATURE OF EXPENSE | c. AMOUNT | d. ALLOWED | | |
| | BEQ LODGING 6/1-8/19 | 240.00 | | MORE THAN 12 HOURS BUT 24 HOURS OR LESS | (7) Total |
| | | | | MORE THAN 24 HOURS | (8) Less Advance |
| | | | | | (9) Amount Owed |
| | | | | | (10) Amount Due |
| | | | | 19. GOVERNMENT/DEDUCTIBLE MEALS | |
| | | | | a. DATE | b. NO. OF MEALS |
| | | | | a. DATE | b. NO. OF MEALS |
| | | | | a. DATE | b. NO. OF MEALS |
| | | | | a. DATE | b. NO. OF MEALS |
| 20. a. CLAIMANT SIGNATURE | | b. DATE | c. SUPERVISOR SIGNATURE | | |
| Jeff D. Roberts | | 0X0915 | | | |
| 21. a. APPROVING OFFICER SIGNATURE | | | | | |
| 22. ACCOUNTING CLASSIFICATION | | | | | |
| 23. COLLECTION DATA | | | | | |
| 24. COMPUTED BY | | 25. AUDITED BY | 26. TRAVEL ORDER POSTED BY | 27. RECEIVED (Payee Signature and Date or Check No.) | 28. AMOUNT PAID |

Ensure expenses for transportation match with a date and mode in the itinerary.

1351-2 (Part 4)

29. REMARKS

INDICATE DATES ON WHICH LEAVE WAS TAKEN:

THIS IS MY FIRST CLAIM FOR DLA FOR FY XX _____ -

- Multiple POV statement
- Additional dependents
- TLE statement
- Any other information the member desires
- Read the entire block.

DD FORM 1351-2 (BACK), JUL 2002

1351-2C (Part 1)

TRAVEL VOUCHER OR SUBVOUCHER

(Continuation Sheet)

PAGE 4 OF 2 PAGES

4. NAME (Last, First, Middle Initial) (Print or type)
ROBERTS JEFF D. (DEPENDENT SITINERARY)

15. ITINERARY

3. FOR D.O. USE ONLY

| a. DATE | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP | e. LODGING COST | f. POC MILES | |
|---------|--|--------------------------------|--------------------------|--------------------|-----------------|--|
| 0714 | DEP OCEANSIDE, CA | PA | | | | |
| 0720 | ARR CAMP LEJEUNE, NC | | MC | | | |
| | DEP | | | | | |
| | ARR | | | | | |
| | DEP | | | | | |
| | ARR | | | | | |
| | DEP | | | | | |
| | ARR | | | | | |
| | DEP | | | | | |
| | ARR | | | | | |
| | DEP | | | | | |
| | ARR | | | | | |
| | DEP | | | | | |

If not on 1351-2
This can be used
For dependent locations

1351-2 (Part 2)

18. REIMBURSABLE EXPENSES

a. DATE

b. NATURE OF EXPENSE

c. AMOUNT

d. ALLOWED

Can contain any of the following:

- Multiple POV statement
- Additional dependent
- TLE statement
- Any other information
- Read the entire block.

Ensure expenses for transportation match with a date and mode in the itinerary.

19. GOVERNMENT

a.

NO. OF MEALS

29. REMARKS

SPOUSE WAS OWNER/OPERATOR OF THE POV

DD FORM 1351-2C, AUG 1997 (EG)

PREVIOUS EDITION MAY BE USED

Exception to SF 1012A approved by GSA/IRMS 12-91
Designed using Perform Pro, WHS/DIOR, Aug 97

1351 (Part 1)

TRAVEL VOUCHER (See Privacy Act Statement on back.)

1. BUREAU VOUCHER NUMBER

1

2. D.O. VOUCHER NO.

3. PAYMENT FOR

a. ADVANCE OF TRAVEL ALLOWANCES
(TDY/TAD)

X

f. TRANSPORTATION OF DEPENDENTS

b. ADVANCE OF TRAVEL ALLOWANCES
(PCS)

X

g. DISLOCATION ALLOWANCE

c. ACCRUED PER DIEM FOR TDY/TAD

h. TRAILER ALLOWANCE

X

d. SETTLEMENT OF TDY/TAD TRAVEL

X

i. TLE

X

e. SETTLEMENT OF PCS TRAVEL

j.

4. PAID BY

We do not use these
At the school

**If you pay it,
put an "X" in the block**

1351-2 (Part 2)

| | | | | |
|---|-----------------------------|----------------------------------|--|---|
| 5. INDIVIDUAL PAYMENT | | | | |
| a. PAYEE (Last Name, First, Middle Initial) Evans John C | | b. RANK OR GRADE GySgt | | c. SOCIAL SECURITY NUMBER 123456789 |
| d. ORGANIZATION AND STATION 7th FSSG, Camp Lejeune, NC | | | | |
| e. TRAVEL ORDER | | | | |
| f. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS: <div style="border: 2px solid red; background-color: yellow; padding: 5px; display: inline-block; margin-top: 10px;">From the 1351-2</div> | | | | |
| g. CHECK NUMBER | h. CHECK DATE (YYYYMMDD) | i. AMOUNT PAID 3754.69 | j. DATE PAID (YYYYMMDD) 20020713 | k. RECEIVED IN CASH (Signature of payee) |
| 6. PAYMENTS CONSOLIDATED | | | | |
| a. PER SUBVOUCHER NO. _____ THROUGH _____ ATTACHED | | | b. PER _____ TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED | |
| 7. APPROVED FOR PAYMENT (When required by individual service regulations) | | | | |
| a. TYPED NAME (Last, First, Middle Initial) L. Mertes | | b. TITLE LtCol USMC | | c. SIGNATURE |
| 8. REMARKS (Continue on back if more space is needed) | | | | |

1351-2 (Part 1)

8. REMARKS (Continue on back if more space is needed)

9. ACCOUNTING CLASSIFICATION(S)

| | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| 17X1105.2752 021 43690 067443 2D 000000 0000000074123 | | | | | | | | | |
| 393.90 | | | | | | | | | |
| 7 TAD Per Diem | | | | | | | | | |
| 225.35 ↓ | | | | | | | | | |
| 17X1106.2780 000 20202 011212 2D WD4015 TRDTA72092W2 1623 | | | | | | | | | |
| 300.00 | | | | | | | | | |
| 17X1105.2702 011 12691 067443 2I 000000 | | | | | | | | | |
| 71130 012 109.31 | | | | | | | | | |
| 1770.89 | | | | | | | | | |
| 10. COMPUTED BY 11. AUDITED BY 021 12. POSTED TO TRAVEL RECORD BY 1K 13. DATE ENTERED 000123456789 14. AMOUNT PAID 3754.6 | | | | | | | | | |
| 4854.00 CR | | | | | | | | | |

When Dependent Travel is not Entitled

Marines are entitled to dependent travel at Government expense except:

1. Marines assigned to a school or installation as a student is less than 20 weeks in duration.
2. Reservists called to initial active duty for training (IADT) for less than 6 months.

When Dependent Travel is not Entitled

3. Reservists ordered to active duty for less than 20 weeks or active duty in excess of 20 weeks at more than one location, each location is less than 20 weeks.

4. The Marine's spouse is on active duty on the effective date of the orders.

5. For travel of dependents performed at personal expense prior to issuance or being notified of PCS orders.

When Dependent Travel is not Entitled

6. When dependency does not exist on the effective date of the PCS orders.
7. For travel of dependents to a place at which they do not intend to establish residence.
8. For transoceanic travel, when a Marine is assigned an unaccompanied tour overseas
9. Travel to a TDY point, even if the TDY point is in conjunction with the Marine's PCS.

Dependent Travel

Per Diem...

.....is payable for each authorized dependent who travels on a PDTS move

Per Diem is payable based on...

- ✓ effective date of the orders
- ✓ age of the dependents
- ✓ the type of travel
- ✓ modes of travel utilized

12 Over and Under

- Based on the effective date of the orders
 - Use the dates from the 1351-2
 - Dates of travel from 1351-2 or 1351-2c
 - Four basic rules

Rule #1

Ages on the effective date of the orders.
The son is **11** on 7/2.

Travel ended after
The effective date

010704

Carol Evans

Daughter

Effective date
of orders
from members
itinerary
Is: **20XX0702**

applicable)

UNACCOMPANIED

b. RELATIONSHIP

c. DATE OF BIRTH
OR MARRIAGE

Wife

Son

DATE

0X

7/0

7/1

7/1

7/1

7/1

7/1

7/1

7/1

7/1

7/1

7/1

7/1

7/1

7/1

7/1

7/1

b. PLACE

(Home, Office, Base, Activity, City and
State; City and Country, etc.)

DEP

ARR

DEP

ARR

DEP

ARR

DEP

ARR

DEP

ARR

DEP

ARR

DEP

ARR

DEP

Smallville, CA

Jacksonville, NC

c.
MEANS/
MODE OF
TRAVEL

PA

d.
REASON
FOR
STOP

MC

Rule #2

Ages on the date travel is completed.

The son is **12** on 7/19.

Travel ended before the effective date

Effective date of orders from members itinerary
Is: **20XX0720**

| | |
|-----------------|------------------------------|
| (icable) | |
| UNACCOMPANIED | |
| b. RELATIONSHIP | c. DATE OF BIRTH OR MARRIAGE |
| Wife | |
| Son | |

1010/04

Carol Evans

Daughter

040522

| DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|------|-----|--|--------------------------|--------------------|
| 7/0 | DEP | Smallville, CA | PA | |
| | ARR | Jacksonville, NC | | MC |
| 7/1 | DEP | | | |
| | ARR | | | |
| | DEP | | | |
| | ARR | | | |
| | DEP | | | |
| | ARR | | | |
| | DEP | | | |

Rule #3

Ages on the date travel begins.

The son is **11** on 7/1.

Travel began after the effective date, but less than 60 days after.

| | |
|-----------------|------------------------------|
| UNACCOMPANIED | |
| a. RELATIONSHIP | c. DATE OF BIRTH OR MARRIAGE |
| Wife | |
| | |
| Son | |
| | |

Carol Evans

Daughter

| DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|------|-----|--|--------------------------------|--------------------------|
| 7/0 | DEP | Smallville, CA | PA | |
| | ARR | Jacksonville, NC | | MC |
| 7/1 | DEP | | | |
| | ARR | | | |
| | DEP | | | |
| | ARR | | | |
| | DEP | | | |
| | ARR | | | |
| | DEP | | | |

Effective date of orders from members itinerary

Is: **20XX0625**

Rule #4

Ages on the 60th day.
The son is **11** on 6/29.

Travel began after
the effective date,
and more than 60
days after.

| | |
|-----------------|------------------------------|
| UNACCOMPANIED | |
| b. RELATIONSHIP | c. DATE OF BIRTH OR MARRIAGE |
| Wife | |
| | |
| Son | |
| | |

Carol Evans

Daughter

Effective date
of orders
from members
itinerary
Is: **20XX0501**

| DATE | | b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) | c. MEANS/ MODE OF TRAVEL | d. REASON FOR STOP |
|------|-----|--|--------------------------------|--------------------------|
| 7/0 | DEP | Smallville, CA | PA | |
| | ARR | Jacksonville, NC | | MC |
| 7/1 | DEP | | | |
| | ARR | | | |
| | DEP | | | |
| | ARR | | | |
| | DEP | | | |
| | ARR | | | |
| | DEP | | | |

Dependent Per Diem

- Concurrent
 - Dependents travel **with** the member
 - Same as **Accompanied** on 1351-2
 - O/12 rate 75% of what the members entitlement would have been
 - U/12 rate 50% of what the members entitlement

Dependent Per Diem

- Non-Concurrent
 - Dependents travel **separately** from the member
 - Same as un-accompanied on 1351-2
 - One O/12 rates 100% of what the members entitlement would have been

Dependent Per Diem

- Non-Concurrent
 - All other O/12 rate 75% of what the member entitlement would have been
 - U/12 rate 50% of what the members entitlement would have been.

Concurrent/Non Concurrent

*** EXAMPLE 27 ***

Concurrent

SPOUSE (O/12)

\$123.00 X
X 1 DAY **75%** X 1 DAY = **\$92.25**

CHILD (U/12)

\$123.00
X 1 DAY = **50%** X 1 **\$61.50**

Non/Concurrent

SPOUSE (O/12)

\$123.00 X
100% **\$123.00**

CHILD (U/12)

50% \$123.00 **\$61.50**

Distance Entitlements

Travel from house to house

Actual mileage not to exceed mileage from members OLD PDS to the member's NEW PDS



Exception: In the Accession pipeline the OLD PDS is considered to be the Member's Home of Record

Dependents Modes of Transportation

- Same rules apply as with the member
- If more than one vehicle
 - Two vehicles are authorized
 - More than two must be approved by HQMC
 - Each driver gets **23 cents per mile**
- If non-concurrent spouse gets 100% of Per Diem
- If doing a cost **onc** parison
 - Only pay Cabse

Dependents Personally Procured Commercial Transportation

- Same rules apply as with the member
- Only pay EGT or Commercial Auto's once
- Per Diem based on Concurrent/Non-Concurrent

Dependents GTR's

- 
- Same rules apply as with the member
 - Per Diem based on Concurrent/Non-Concurrent

Dependents Reimbursables



The rules governing Reimbursable Expenses for the dependents are the same as member.

Dislocation Allowance (DLA)

- The following are entitled:
 - Marines with dependents who:
 - Relocates dependents and their household
 - Marines Without dependents when:
 - Government quarters are not assigned at new PDS

When DLA is not Payable

- The Marine does not relocate their dependents
- More than one DLA per fiscal year
 - Unless at a school for 20 weeks or more
 - Or the Secretary concerned determines
- Upon separation from the Marine Corps.

TLE

- Max 10 days for PDT in CONUS
- Max 10 days for PDT from OCONUS to CONUS
- Max 5 day for PDT from CONUS to OCONUS
- Can be split up but can not exceed max

TLE

- Verify receipts are in the area of the OLD or NEW PDS.
- Stays with friends or relatives
- Must have TLE statement.

TLE

Computing TLE

- (1) Determine the daily M&IE and ceiling for lodging.
- (2) Determine lodging.
- (3) Determine gross daily equivalency.
- (4) Determine applicable daily rate.

TLE

| No. of Eligible Persons Occupying Temporary Quarters | Percentage Applicable |
|---|--------------------------|
|---|--------------------------|

| | |
|---|------|
| Member or 1 dependent | 65% |
| Member and 1 dependent, or 2 dependents only | 100% |
| For each additional dependent 12 and over, add: | 35% |
| For each additional dependent under 12, add: | 25% |

TLE

LOCATION: ~~Jacksonville, NC~~

DATES PAID: ~~7/21-7/31~~

G (PLUS APPLICABLE TAXES): ~~\$67.00~~

1. (a) MAX ~~\$46.00~~ — 195 ~~\$89.70~~ % =

Based on
Number and
ages of
Dependents

(b) ~~\$77.00~~ — 195 % = ~~\$150.15~~

Max Lodging
for location of
the TLF

\$67.00

Lesser of
Actual Lodging
and Step 1b
result.

2. LESSER OF RESULT OR ACTUAL LODGING = \$67.00

3. STEP #2 \$67.00 + STEP #1a \$89.70 = \$156.70

4. PAY LESSER OF STEP #3 OR \$290.00 — X 10 # OF DAY

Member + 4 dependents
\$67.00 per day
(3 O/12, 1 U/12)
Location: Jacksonville, NC

Dates: 7/21-7/31 Cost:

(checked out on 7/31)
New PDS: Camp Lejeune

Practical Application



Travel Advances

Travel Advances

- Based on modes elected
 - Transportation Request
 - Private Auto
 - Private Plane
 - Etc...
- Compute like a settlement
 - Only pay what the member requests
 - Pay 80%

Examples

*** EXAMPLE 29 ***

Step 1. Determine what the advance is for.

Requested for mileage only.

Step 2. Determine what is the mode of travel.

Mode of travel is POV.

Examples

*** EXAMPLE 30 ***

Step 3. Determine the mileage from Old PDS to New PDS.

Mileage from Camp Lejeune, NC to DFAS
Kansas
City, MO., is 1200.

$$1200 \times .23 = \$276.00 \times 80\% =$$

\$220.80

The **AMT** of the advance will be **\$220.80**.

Examples

*** EXAMPLE 28 ***

Step 1. Determine what the advance is for.

**Request is for per diem and mileage on both
POV's.**

Step 2. Determine what is the mode of travel.

Mode of TRVL is 2 POVS.

Examples

*** EXAMPLE 28 ***

Step 3. Determine the mileage from Old PDS to New PDS.

Mileage from MCAS Yuma, AZ to 29 Palms, CA., is 223 miles.

MBR's travel

| | | | | | |
|-----|---|-----|---|-----------------|-----------|
| 223 | x | .23 | = | \$51.29 | Mil |
| 123 | x | 1 | = | <u>\$123.00</u> | <u>PD</u> |
| | | | | \$174.29 | Tot |

Examples

*** EXAMPLE 28 ***

Step 3. Determine the mileage from Old PDS to New PDS.

DEPN's travel

| | |
|----------------------------|-----------|
| 223 x .23 = \$51.29 | Mil |
| 95.25 x 1 = <u>\$92.25</u> | <u>PD</u> |
| \$143.54 | Tot |

$$\$174.29 + \$143.54 \times 80\% =$$

\$254.26

Summary

During this lecture we discussed:

1. Categories of PDT
2. Travel Status
3. Elapsed Time
4. Member's Entitlements
5. PDT with TDY En-Route
6. International Datelines
7. Travel to a Designated Place
8. Dependent Entitlements
9. Travel Advances

